Marine Corps Mobilization Processing System (MCMPS)
IA Cap Management Module
Training Session 2:
IA Record Selection for Data Entry/Edits

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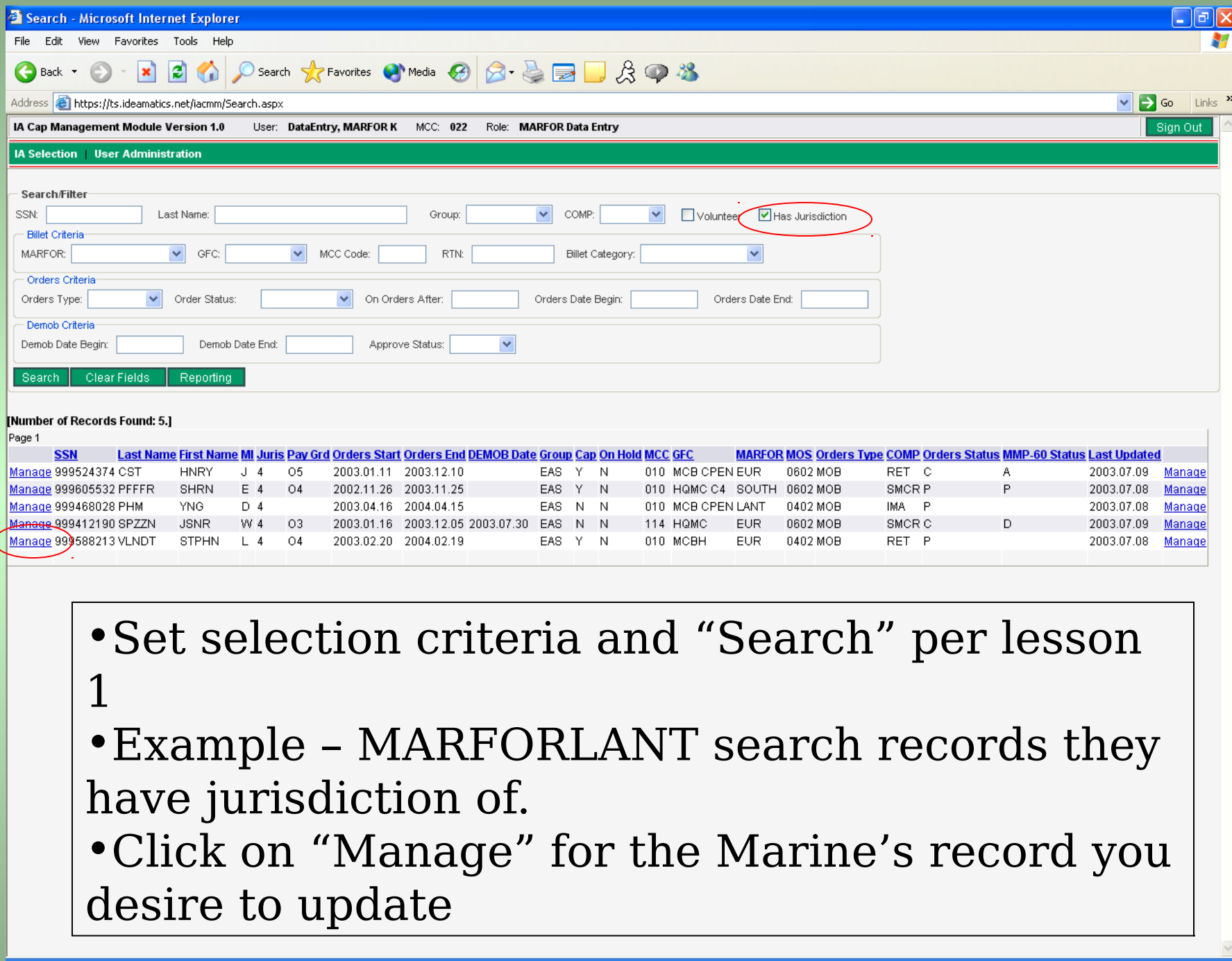
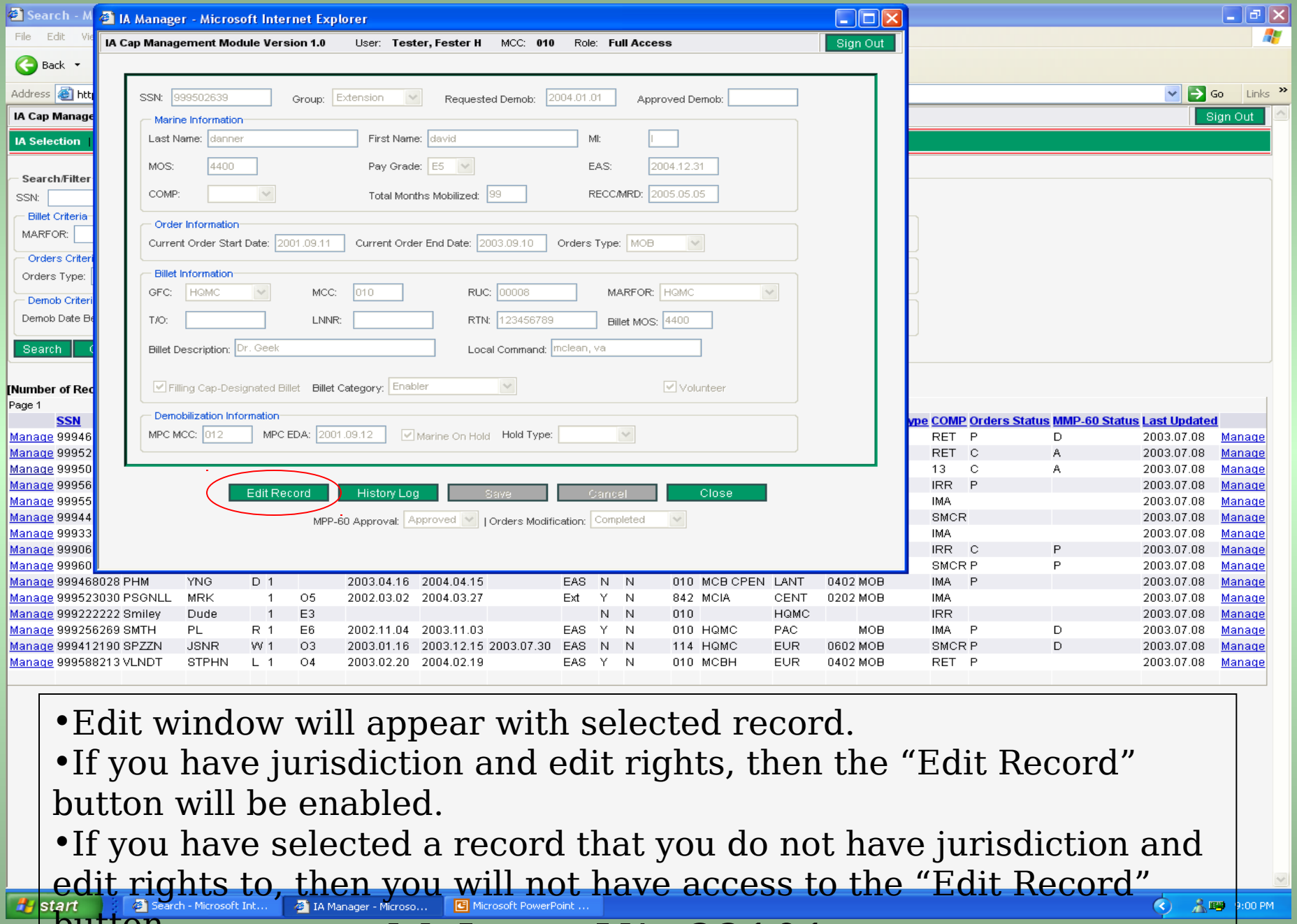
Training Session 2 – IA Record Selection for Data Entry/Edits

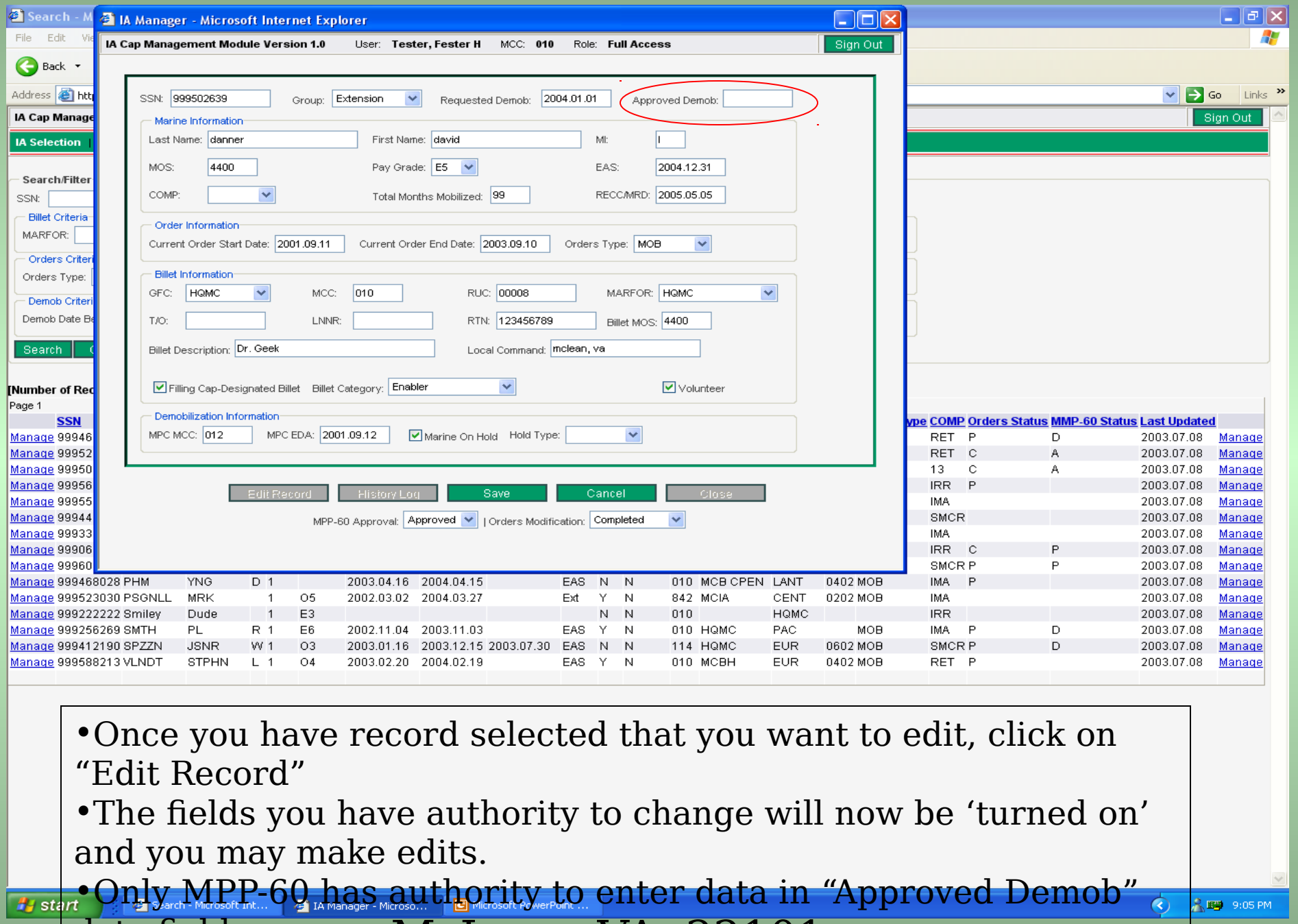
- Lesson will guide users in procedures to access an individual's record in order to update the data for that individual.


Search - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://ts.ideamatics.net/iacmm/Search.aspx
Go Links
IA Cap Management Module Version 1.0 User: DataEntry, MARFOR K MCC: 022 Role: MARFOR Data Entry
Sign Out
IA Selection | User Administration
Search/Filter
SSN: Last Name: Group: COMP: Volunteer Has Jurisdiction
Billet Criteria
MARFOR: GFC: MCC Code: RTN: Billet Category:
Orders Criteria
Orders Type: Order Status: On Orders After: Orders Date Begin: Orders Date End:
Demob Criteria
Demob Date Begin: Demob Date End: Approve Status:
Search Clear Fields Reporting
[Number of Records Found: 5.]
Page 1
SSN Last Name First Name MI Juris Pay Grd Orders Start Orders End DEMOB Date Group Cap On Hold MCC GFC MARFOR MOS Orders Type COMP Orders Status MMP-60 Status Last Updated
Manage 999524374 CST HNRY J 4 O5 2003.01.11 2003.12.10 EAS Y N 010 MCB CPEN EUR 0602 MOB RET C A 2003.07.09 Manage
Manage 999605532 PFFFR SHRN E 4 O4 2002.11.26 2003.11.25 EAS Y N 010 HQMC C4 SOUTH 0602 MOB SMCR P P 2003.07.08 Manage
Manage 999468028 PHM YNG D 4 2003.04.16 2004.04.15 EAS N N 010 MCB CPEN LANT 0402 MOB IMA P 2003.07.08 Manage
Manage 999412190 SPZZN JSNR W 4 O3 2003.01.16 2003.12.05 2003.07.30 EAS N N 114 HQMC EUR 0602 MOB SMCR C D 2003.07.09 Manage
Manage 999588213 VLNDT STPHN L 4 O4 2003.02.20 2004.02.19 EAS Y N 010 MCBH EUR 0402 MOB RET P 2003.07.08 Manage
start IA Management IA CAP MANAGEMEN... Search - Microsoft Int... 8:10 PM

- Set selection criteria and “Search” per lesson 1
- Example – MARFORLANT search records they have jurisdiction of.
- Click on “Manage” for the Marine’s record you desire to update



- Edit window will appear with selected record.
- If you have jurisdiction and edit rights, then the “Edit Record” button will be enabled.
- If you have selected a record that you do not have jurisdiction and edit rights to, then you will not have access to the “Edit Record” button.



- Once you have record selected that you want to edit, click on "Edit Record"
- The fields you have authority to change will now be 'turned on' and you may make edits.
- Only MPP-60 has authority to enter data in "Approved Demob" date field.

- This concludes Training Session 2: **IA Record Selection for Data Entry/Edits**
- Please continue with Training Session 3: **IA Record Data Entry/Edits – Marine & Order Information**